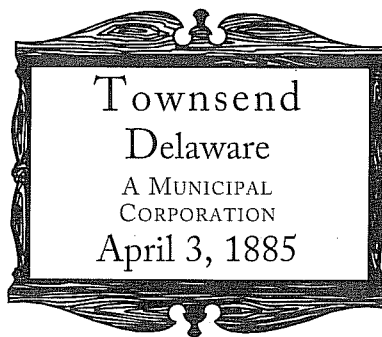


David B. Raughley, Mayor  
Jay A. Miller, Councilman  
Sandra J. Wyatt, Councilman  
John D. Hanlin, II, Councilman  
Sherene G. Drake, Councilman



Christopher J. Fazio, P.E., Town Engineer  
Michael J. Jester, Code Enforcement Officer  
David R. Anderson, Sr., Town Attorney  
Maureen A. Stewart  
Finance Officer, Town Clerk

## TOWN OF TOWNSEND INFORMATION REQUEST FORM

This form must be completed in full by any person requesting information from the Town under the State of Delaware Freedom of Information Act.

**REQUESTER NAME:** \_\_\_\_\_

**ADDRESS WHERE INFORMATION REQUESTED IS TO BE SENT:** \_\_\_\_\_

**INFORMATION REQUESTED** – {All information requested must be specific & detailed}

.....  
**THE TOWN OF TOWNSEND CHARGES \$1.50 PER PAGE FOR ALL REQUESTS FILLED**

**UNLESS A HARDSHIP EXEMPTION IS GRANTED. DATE REQUEST MADE:** \_\_\_\_\_.

**IS A HARDSHIP EXEMPTION REQUESTED: YES** \_\_\_\_ **NO** \_\_\_\_

**REASON HARSHIP EXEMPTION IS REQUESTED:** \_\_\_\_\_

.....  
**TOWN OF TOWNSEND RESPONSE – {CIRCLE}      APPROVED      DENIED**

**COST OF INFORMATION:** \_\_\_\_\_ {must be paid before information is supplied}

**REASON FOR DENIAL:** \_\_\_\_\_

**TOWN OFFICIAL:** \_\_\_\_\_